

# CAR PARKING

Some events may not require a parking team if parking is in public or private car parks with clearly defined parking spaces and with plenty of space to park.

Some events will require a parking team to ensure people park logically and sensibly, especially in fields, smaller spaces, irregular shaped parking areas, some roadside parking etc.

The Organiser should determine whether a parking team is required and how many people will be needed for the duration of the event. **If a parking team is needed then a Team Leader needs to be agreed prior to the event and they need to be absolutely clear beforehand:-**

- Where and how competitors cars are to be parked
- Where reserve parking is in case of either a bottleneck occurring or the main car park area becoming full
- The Organiser and Car Park Team Leader should risk assess the probability of queuing traffic/bottlenecks occurring in advance and ensure measures are put in place to avoid this where possible, e.g. final details to state left turn only into the car park
- Where helpers are to be parked
- Ensure helpers who will be arriving early have been advised where they should park – send an email with maps/directions to support this
- Whether the team is expected to hand out anything to competitors on arrival - registration forms, final details for example. This should be avoided wherever possible to ensure fluid movement of traffic
- Whether they are responsible for putting out any O signs into the car park
- Beforehand, the Team Leader needs to think through the worst case scenario and work out the manpower to cope with a change in arrangements - what happens if there is a jam - and what happens if the jam occurs on a public highway which could affect other users
- The Organiser and Team Leader need to consider carefully what needs putting in the final details to ensure absolute clarity for people arriving at the event

## On the day:-

- Ensure everything is set up and a parking team is in place by 9am. Enough people will also be needed to man the reserve parking (if appropriate)
- Ensure all the parking team are clear of the parking plan, especially with smaller and tighter parking spaces
- Parking Officials need to be clearly visible with Hi-Viz vests and big red foam hands.
- Ensure cars are parked in a logical manner with sufficient space around vehicles to comply with BO Covid guidelines, avoid door clashes and ensure vehicles can get back out again

- Someone needs to maintain a position at the point where traffic begins to queue and must maintain contact with the Team Leader.
- If traffic is queueing on a public highway, the parking team needs to be able to get non-orientees safely round the queueing traffic wherever possible. This should have been risk assessed in advance with procedures put in place to minimise this happening
- If pressure is such that the reserve car park is to be used then someone is needed to stand at the diversion point to the overflow car park and the route to the new car park needs to be either well signed and/or clearly manned
- Are signs needed to the exit? - it isn't always obvious which way to go, especially if the exit is different to the entrance
- Make sure you have enough capable people - remember, the competitors can come in a rush. You need good signs, high visibility jackets and helpers must be instructed how to direct people simply and clearly
- If car parking payment is to be taken then do this once people are parked, wherever possible, to avoid people stopping to do this on entry, possibly not having easy access to money, correct change etc

***Updated September 2020***